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**MISSOURI DEPARTMENT OF CORRECTIONS  
INSTITUTIONAL SERVICES  
PROCEDURE MANUAL**

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IS10-1.3 Offender Food Service Workers

September 18, 2016

Effective Date:

*Signature on File*

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Division of Adult Institutions

*Signature on File*

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**I. PURPOSE:** This procedure establishes standards for offenders assigned to work in food service.

A. **AUTHORITY:** Section 217.175 RSMo

B. **APPLICABILITY:** All facilities or institutions under the jurisdiction of the division of adult institutions. The division of offender rehabilitative services, or community release center under for the division of probation and parole. The health services administrator in consultation with the medical director, institutional chief of mental health services, other professional health providers, and the chief administrative officer or designee of any facility housing offenders under the jurisdiction of the division of adult institutions or the division of offender rehabilitative services will develop standard operating procedures specific to provisions of health services based on the guidelines established herein.

C. **SCOPE:** Nothing in this procedure is intended to give a protected liberty interest to any offender. This procedure is intended to guide staff member's actions.

**II. DEFINITIONS:**

A. **Chief Administrative Officer (CAO):** The highest ranking individual at the worksite and in accordance with the CAO reference document available in the department's computer system. Exception: Staff members at the worksite who do not report to the worksite CAO will be accountable to the deputy or assistant division directors or central office section heads who are in their chain of command.

B. **Department Computer System:** The computer systems used by department staff members such as, but not limited to the Corrections Information Network (COIN), Missouri Corrections Integrated System (MOCIS), (OPII), Statewide Advantage for Missouri (SAMII), shared network drive, etc.

C. **Food Service Manager:** A senior-level supervisor who plans and directs the preparation and service of food in a large volume institutional food service section.

D. **Health Services Administrator (HSA):** A contracted professional who serves as the site medical health administrative authority responsible for the delivery of contract services at an assigned institution.

- E. **Health Services Record:** A transcript of information obtained from a patient, guardian or health care professional in a written and/or electronic format. It should contain history, diagnoses, treatment, prognosis, etc.
- F. **Responsible Physician:** Supervises clinical judgments regarding the care provided to offenders at a specific institution. This includes establishing and implementing procedures for clinical aspects of the program; monitoring the appropriateness, timeliness and responsiveness of care and treatment; and reviewing the recommendations for treatment of offenders made by healthcare providers in the community.
- G. **Staff Member:** Any person who is:
  - 1. employed by the department on a classified or unclassified basis (permanent, temporary, part-time, hourly, per diem) and are paid by the State of Missouri's payroll system;
  - 2. contracted to perform services on a recurring basis within a department facility (i.e., medical services, mental health services, education services, vocational services, substance abuse services, etc.) pursuant to a contractual agreement and has been issued a permanent department identification card;
  - 3. a volunteer in corrections;
  - 4. a student intern;
  - 5. issued a permanent department identification card or special access in accordance with department procedure regarding staff identification.

### **III. PROCEDURES:**

#### **A. MEDICAL CLEARANCE**

- 1. All offenders, newly received or received upon transfer, should be reviewed by health services staff members for food service clearance in accordance with institutional services procedures regarding reception and orientation.
  - a. Case management staff members should provide the health services administrator (HSA) or designee a list of offenders needing medical clearance to obtain a food service assignment as soon as possible to allow for necessary scheduling of offender medical appointments.
- 2. The offender's health services record should be reviewed for history of active Hepatitis A or other infectious diseases, which could be spread by the handling of food.
  - a. If present, the responsible physician should review the record to determine if the offender should be excluded from a food service assignment.
  - b. The following criteria shall exclude an offender from food handler status, and the offender should be scheduled for a medical evaluation:
    - (1) active Hepatitis A,
    - (2) chronic diarrhea of unknown cause, or
    - (3) open, unhealed infected skin lesions and or rash.
- 3. A health services staff member should:
  - a. examine offenders for signs of skin infection and signs or symptoms of upper respiratory illness,

- b. question offenders regarding history of hepatitis and diarrhea and complete the food service medical clearance form, and
  - c. submit the completed food service medical clearance form as indicated on form distribution.
- 4. Offender evaluation and disposition should be documented in the department computer system by a health services staff member.
- 5. Pre-scheduled screenings of offender workers should be consistent with the requirements of the local health department.

**B. OFFENDER FOOD SERVICE JOB DESCRIPTIONS**

- 1. Offender job descriptions for each position will be written by the food service manager or designee.
- 2. All newly assigned offender workers will be given a copy of the job description by a supervising cook or designee.
- 3. The supervising cook or designee will review the written description and provide verbal explanation concerning the duties and procedures of the position.
- 4. The offender will sign a copy of the job description, which will be kept on file in accordance with departmental procedures regarding record retention.
- 5. An offender roster will be kept for the food service positions containing the number of offenders programmed for each job or work area, and the name and number of each offender assigned to food service.

**C. OFFENDER FOOD SERVICE WORKER QUOTAS AND PAY**

- 1. The number of offenders to be assigned to the food service section will be developed by the food service manager and approved by the CAO or designee in accordance with departmental procedures regarding offender wages and payroll.
- 2. Offenders will be paid in accordance with departmental procedures regarding offender wages and payroll.

**D. OFFENDER TRAINING**

- 1. In order to ensure a quality food service program, the food service manager or designee will instruct all new offender workers about safety in the work place with documentation on the offender safety rules – machine equipment form. The form will be maintained on file in the food service area for the duration the offender is assigned to food service and in accordance with departmental procedures regarding record retention.
- 2. Staff members assigned to the food service section will provide continued guidance and training to offender workers.
- 3. Offender workers should receive follow-up education as necessary in hand washing and other aspects of sanitary food handling by the food service manager or designee.
- 4. The following areas are example topics each offender worker will need to understand in order to be successful in the food service section:

- a. the concept of clean as you go,
  - b. standards of acceptable conduct,
  - c. positive work attitude,
  - d. safety,
  - e. sanitation of the facility,
  - f. personal hygiene,
  - g. dress standards, and
  - h. preparation, cooking, display and serving of food.
5. Offenders are expected to abide by established food handling procedures at all times.

**E. MONITORING AND SUPERVISION**

- 1. The food service manager or designee will:
  - a. regularly monitor offender workers using observation for proper hygiene and work habits (for example, appropriate head and hand coverings, improper contact of contaminated items while in food preparation areas, etc.), and
  - b. check offender workers daily, using observation and verbal communication, to ensure they are free from diarrhea, skin lesions or rashes and other communicable diseases spread by food handling.
- 2. Offender workers who become ill at work may be relieved of duty and sent to the health services unit for prompt evaluation and possible relief from duty.

**F. OFFENDER CLOTHING**

- 1. Offender workers will be neat, clean and dress only in approved clothing.
- 2. Unless otherwise authorized, offender workers will wear:
  - a. state issued uniform shirts and pants,
  - b. appropriate head gear sufficient to prevent hair from falling into food, and consist of an approved food service cap, nurse's bonnet bouffant, or hair net (a hair net will be worn under the cap, when long hair is worn outside the cap),
  - d. beard guards covering beards and all mustaches that extend below the corner of the mouth or protrude over the lip, and
  - e. state issued or other approved work shoes.
- 3. White cloth or plastic aprons may be worn at the discretion of the food service manager.
- 4. Offender workers assigned to garbage room, dish room and pot washing area may be provided a rubber or vinyl apron and rubber boots.

5. Offender workers assigned to outside areas, refrigerators and freezers may be provided a heavy coat, insulated coveralls, hat and gloves.

**G. MEALS FOR OFFENDER WORKERS**

1. All offenders working in food service will eat their meals in the main dining room or an area of the facility designated by the food service manager. Offender workers are not authorized to eat or drink in food preparation areas.
2. Offenders shall eat only the items on the menu for that meal at the proper portion size (exception: leftovers from previous meals may be used when approved by the food service manager).
3. Offenders will not be allowed to:
  - a. prepare special meals, or
  - b. eat or drink from open or closed beverage containers in the work areas of the facility (for example kitchen, serving line, pan washing and dish washing areas).
4. A break area may be designated for offender workers to use as the work flow permits.

**IV. REFERENCES:**

- A. National Commission on Correctional Health Care: Standards for Health Services in Prisons.
- B. 931-1294 Offender Safety Rules-Machine-Equipment
- C. 931-3720 Food Service Medical Clearance
- D. D1-11.3 Record Retention
- E. D3-5.7 Offender Wages and Payroll
- F. IS5-1.1 Diagnostic Center Reception and Orientation
- G. IS5-1.2 Institution Reception and Orientation

- V. HISTORY IS10-1.3 OFFENDER FOOD SERVICE WORKERS:** This procedure was previously addressed under Division Rule 113.110 Food Service. Original Effective Date: November 1, 1980, Revised: February 1, 1983. Food Service Procedure Manual Original Effective Date: February 20, 1990. Original Effective Date: January 5, 1998; Revised Effective Dates: August 21, 2000, September 11, 2001 and August 30, 2008.

**IS11-16.2 FOOD SERVICE WORKERS:** This procedure was originally covered by IS11-16 Kitchen Sanitation, located in the Missouri Department of Corrections Institutional Services Policy and Procedures Manual; Original Rule Effective: August 15, 1994. Original Effective Date: August 15, 1994; Revised Effective Dates: October 15, 1999 and February 27, 2006.

**COMBINED HISTORY OF IS10-1.3 AND IS11-16.2:**

- A. Original Effective Date: September 18, 2016